



Safety Manual

for

Individual Providers

November 2004



Sedgwick CMS manages workers compensation claims for the Home Care Quality Authority. As part of that responsibility, Sedgwick CMS has developed a comprehensive individual in-home provider safety program. This manual is just one part of the overall provider safety program.

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A. INTRODUCTION

1.0 OVERVIEW

This Safety Manual for Individual In-Home Providers is designed to help you as a **provider** stay safe and avoid injury and illness related to home care services. This is a dynamic manual that will be continuously updated to provide real solutions to safety problems in the home care industry. It is designed to give you--the provider--ownership in your own safety and health.

Take some time to go through this manual and use it as a reference. By following these suggestions, you can greatly reduce your risk of accidents and illnesses.

Suggestions to help you in preventing injuries will be highlighted throughout the manual. Key points are identified at the end of each chapter.

When there is a reference to "See Samples," look at the end of this manual for an example.

2.0 SAFETY RESOURCES & HAZARD REPORTING

If you have questions or concerns regarding safety in your workplace or you need to report an unsafe practice or condition, professional resources are available in a variety of ways:

Email

If you have access to email, simply send an e-mail to <http://hcqa.sedgwickcms.com>

Phone

You can call the Safety Help Line at **(206)262-4444** during normal business hours.

Website

This document, with other related safety information by the Home Care Quality Authority for providers can be found at <http://hcqa.sedgwickcms.com>

Classroom Training

Safety Seminars are held throughout the state every month. You are welcome to attend one of these seminars to learn more about safety. If you attend a Safety Seminar, it may count toward continuing education requirements (if you are eligible for continuing education credits) and you will be paid for 4 hours of training. Safety Seminar times and locations can be found on <http://hcqa.sedgwickcms.com> or by calling the Safety Help Line at (206)262-4444.

On-line Training

Paid on-line safety training is available at <http://hcqa.sedgwickcms.com>. Providers who complete this training may be eligible for continuing education (if eligible for continuing education credits) and providers will be paid for 4 hours on a future paycheck. Hours will be paid ONCE whether you take the Safety Seminar or complete training online.

Newsletter

Beginning in November, 2004 you will receive a quarterly safety newsletter in the mail. The newsletter will advertise upcoming Safety Seminars. It will be filled with valuable tips and sound advice to keep you safe.

We hope you spend some time learning about safety and accident prevention. We want you healthy and free of injury.

3.0 SAFETY STEERING COMMITTEE

A committee meets on a quarterly basis to discuss safety improvements and solutions. The Safety Committee's mission is to continuously enhance accident prevention in your workplace. We believe this ensures the highest possible level of care to your employer.

The committee is coordinated by a Sedgwick CMS Safety Consultant. Other representatives include personnel from Service Employees International Union Local 775 (SEIU), the Home Care Quality Authority (HCQA), and Washington Industrial Safety & Health Act (WISHA). Minutes of these meetings are published at <http://www.hcqa.wa.gov>

4.0 SAFETY GUIDELINES

While you focus on your employer's safety and health, **your** safety is very important to us. If you get hurt, you may not be able to do your job. Below is a list of general guidelines to help keep you safe. More information about each of these topics is found throughout this manual.

- Practice safety at all times
- Think safety-both for you and your employer
- Take the time to do it right
- Keep quick access to a phone to call 9-1-1
- Use gloves when handling chemical, blood or body fluids/substances
- Follow employer care instructions carefully

- Lift safely
- Use ladders instead of chairs
- Use gloves and good ventilation when working with household chemicals
- Make sure smoke detectors are in place and work
- Use good lighting
- Keep firearms and ammunition safe
- Don't use broken equipment
- Know your emergency evacuation escape routes
- Ask for help if you have a hazard you can't resolve with your employer

Key points to remember:

1. A number of safety resources are available at <http://hcqa.sedgwickcms.com> or by calling (206)262-4444
2. A committee meets quarterly to improve provider safety

B. EMERGENCY PROCEDURES

5.0 EMERGENCY ACTION PLAN

The following is a **PLAN TO PREPARE FOR EMERGENCIES**. By evaluating your work area and preparing for emergencies with your employer, human lives can be saved. **(SEE *Emergency Action Plan* at the end of this manual.)**

**In the event
of fire or a
life-
threatening
emergency:**

CALL 9-1-1

1. **LIFE THREATENING EMERGENCIES:**
Whenever a life threatening emergency occurs, call **911**. Give them the telephone number, address, nearest major cross street and directions to the home.
2. **NON-LIFE THREATENING EMERGENCIES:**
Create a list of phone numbers that you will need to call in the event of a non-life threatening emergency. This includes: doctor, hospital, dentist, police/sheriff, poison control, ambulance, adult protective services, child protective services, family members, neighbors or case manager. Post the list by the telephone.
3. **HOME EVACUATION:** The most important action in a fire emergency is getting yourself and your employer safely outside. It is important to conduct regular fire drills with your employer. If you discover a fire: Call **911**.

4. **EMERGENCY ACTION PLAN.** Take a few moments to complete the Emergency Action Plan at the back of this manual. Draw a basic layout of your workplace and identify exits with arrows. Post the completed sketch near the phone—you may need it in an emergency.
5. **TEMPORARY RELOCATION SITES:** Try to make arrangements to move to a temporary site in case your worksite becomes unsafe for re-entry. This could be a friend's home or local church. Choose a second site in case the first site is not available in an emergency. You and your employer should make plans *before* an emergency occurs.
6. **EARTHQUAKES:** Your number one priority during an earthquake is you. Keep yourself safe so that you can assist your employer when the shaking stops. In the event of an earthquake, you should:
- Stay in the building, take cover under a desk or table and hold on.
 - Stay away from windows, heavy cabinets, bookcases or glass dividers.
 - When the shaking stops, get out of the building; beware of aftershocks.
 - If you are certified in First Aid, then you can give care to your employer. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. You should call 911 for life threatening situations.

Other tips to keep you safe during an earthquake:

If you are **outside**: stand away from buildings, trees, telephone and electric lines.

If you are **on the road**: drive away from underpasses or overpasses. Stop in a safe area. Stay in the vehicle.

Suggested items to keep in an emergency kit

- ☒ Food
- ☒ Water
- ☒ Blankets
- ☒ Radio
- ☒ Flashlight
- ☒ Batteries

7. **OTHER EMERGENCY EQUIPMENT:** If there is a flood or earthquake, it may be necessary to have a first aid kit: blankets, food, water, radio, flashlight and other provisions. Talk with your employer about this type of emergency and let them decide if they want to keep these emergency supplies on hand. Identify in your Emergency Action Plan where the emergency kit is kept in the home.

Key points to remember:

1. Call 9-1-1 in a life threatening emergency
2. Keep a list of important numbers near the telephone
3. Keep yourself safe during an earthquake so you can care for others

C. PROVIDER INJURY PREVENTION

6.0 BACK SAFETY

Injuries to the back can:

- Cause weakness and be painful;
- Cause time away from work;
- Require physical therapy or surgery.

Take Care of Your Back!

Back disorders are one of the leading workplace injuries. Your back is a complex piece of machinery made up of numerous muscles, bones, nerves, and supporting tissues. It is a machine you use every day, probably in ways you don't even notice.

Just like the finest machinery, ***your back requires proper care*** to keep it working. If it's not working right, you'll suffer. An injured back affects your ability to move your limbs, your hips, your neck, and your head.

Your job may involve stressful lifting or awkward postures and you may be at risk for a back injury.

TIPS TO KEEP YOUR BACK IN GOOD CONDITION

1. Posture

Proper posture includes standing and sitting in an upright position without slouching or rounding the shoulders. Get in the habit of holding in the belly to keep it from protruding and putting excess force on the spine. When standing, bend your knees slightly.

Proper sleeping posture is also important to prevent and relieve back pain. Sleep on a mattress that is firm, not sagging, but not too hard. Do not sleep on your stomach. Instead, sleep on your side with a pillow between your knees or sleep on your back with a pillow under your knees.

2. Conditioning

Proper conditioning involves aerobic exercise, as well as strengthening and stretching core muscles of the spine and stomach. Walking, swimming, and bicycling are excellent ways to condition the entire body and improve cardiovascular health.

Aerobic activity, along with a healthy diet, helps prevent weight gain, which is a risk factor for back injury.

Moderate exercise builds a healthy back

1. Walk for 10 minutes, 2 times a day;
2. Build up to at least one 30-minute walk per day three times per week;
3. Stretch back 5-7 days per week (*see Figure A and B*);
4. Back strengthening exercises should be done at least 4-5 days per week. (*see Figure C*)
5. **NOTE:** Because back conditions vary, strengthening and stretching the muscles of the spine and abdomen should be done under the direction of a physician or physical therapist.

Figure A



Figure B



Figure C



Stretch your back

Remember to talk to your doctor before attempting any exercises, especially if you are already experiencing back pain.

It is important that you begin your exercises slowly and increase levels gradually. Always begin any exercise program with stretching.

3. Prevention: Exercises for a Healthy Back

Strong lower-back and stomach muscles work together to make a healthy back. The exercises shown on the following pages help strengthen the muscles of the lower back and increase flexibility.

Unless instructed otherwise, do each exercise one to five times, twice each day. Gradually increase your workout to ten repetitions twice a day. Use slow, smooth actions as you exercise.

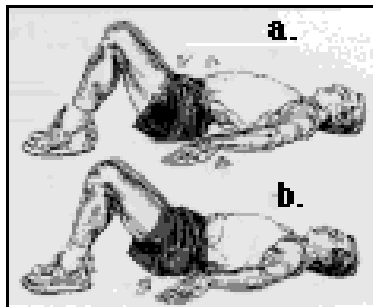
If you feel any discomfort while doing the exercises, stop immediately and contact your doctor. Stop any exercise that increases back pain or causes tingling, numbness, or weakness in your legs.

Double knee-to-chest stretch

- Lie down on back
- Pull both knees in to chest until you feel a comfortable stretch in lower back
- Keep the back relaxed
- Hold for 45 to 60 seconds.



Pelvic tilt exercise



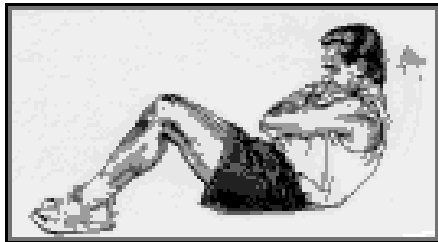
- Lie on back with knees bent, feet flat on floor, and arms at sides (a)
- Flatten small of back against floor. (Hips will tilt upward.) (b)
- Hold for 10 to 15 seconds and release. Gradually increase your holding time to 60 seconds.

Lower trunk rotation stretch

- Lie on back
- Keeping back flat and feet together, rotate knees to one side
- Hold for 45 to 60 seconds.



Curl-up exercise



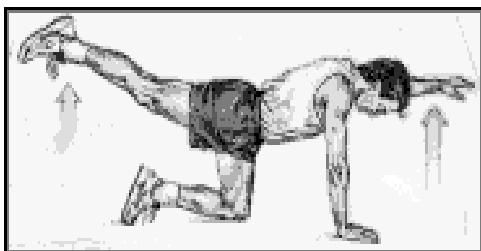
- Lie on the floor on back
- Keeping arms folded across chest, tilt pelvis to flatten back. Tuck chin into chest.
- Tighten abdominal muscles while raising head and shoulders from floor
- Hold for 10 seconds and release
- Repeat 10 to 15 times. Gradually increase your repetitions.

Trunk flexion stretch

- On hands and knees, tuck in chin and arch back.
- Slowly sit back on heels, letting shoulders drop toward floor.
- Hold for 45 to 60 seconds.



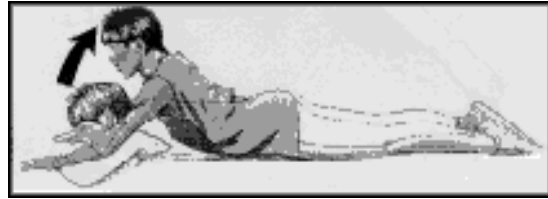
Alternate arm-leg extension exercise



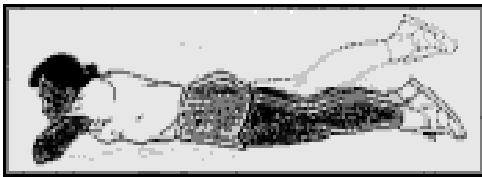
- Face floor on hands and knees
- Raise left arm and right leg. Do not arch neck.
- Hold for 10 seconds and release.
- Raise right arm and left leg. Do not arch neck.
- Hold for 10 seconds and release.

Prone Lumbar Extension

- Lie on your stomach and place your hands on the floor near the sides of your head
- Slowly push your upper body off the floor by straightening your arms, but keep your hips on the floor. Hold for 10 seconds, then relax your arms, moving back to the floor.



Alternate leg extension



- Lie on your stomach with your arms folded under your chin
- Slowly lift one leg without bending it (not too high!) while keeping your pelvis flat on the floor
- Slowly lower your leg and repeat with the other leg.

Hamstring stretch while standing

- Stand on right leg with left leg on table or chair
- Stretch hamstring by slowly bending right knee
- Hold for 30-45 seconds
- Repeat with other leg.



SELF REVIEW

Injury to the back can be caused from poor posture, lifting and being in awkward postures. To prevent back injury and increase flexibility you should exercise (select one):

- (a) When the weather is good outside
- (b) Three to five times per week
- (c) On your days off when you have more time
- (d) Whenever you feel like it.

7.0 SAFE LIFTING

Lifting and mishandling of materials is the single largest cause of accidents and injuries to the back. While in the home you may be asked to move materials which may include oxygen tanks, furniture, equipment associated with employer care, and, of course, your employer.

Listed below are some simple steps to reduce the stress on your body when moving objects and people:

- Get as close as possible to the object or person to be lifted. This reduces the stress on your back;
- It is better to place heavy items on shelves or tables that are between the shoulders and knees. This reduces lifting from the floor or pulling heavy items from high shelves;
- Many accidents happen on stairs. Use a handrail when possible; avoid climbing with a load.
- What is considered a heavy item? 30 to 50 pounds is considered heavy. Think of ways to reduce the weight you are lifting or get help; look for easy ways to grasp items to be lifted. Store heavy items in baskets or boxes with handles.
- When reaching for objects: Use a step ladder to reach objects above shoulder height.
- Avoid awkward stretches while reaching. This stresses your back and could cause you to lose your balance.
- Make sure you have sufficient room to lift an item. If the item is difficult to get to; try sliding it out to where it is easier to lift.

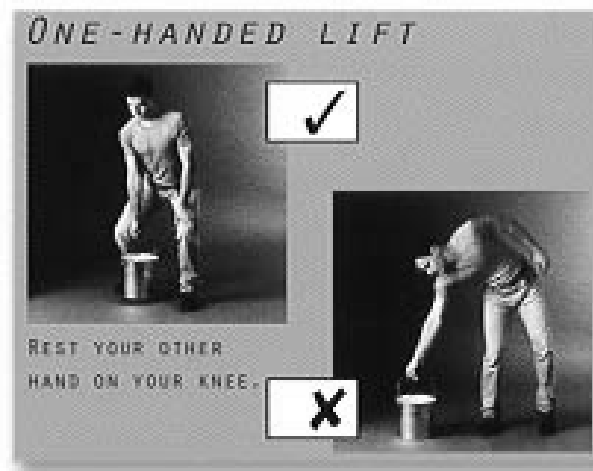
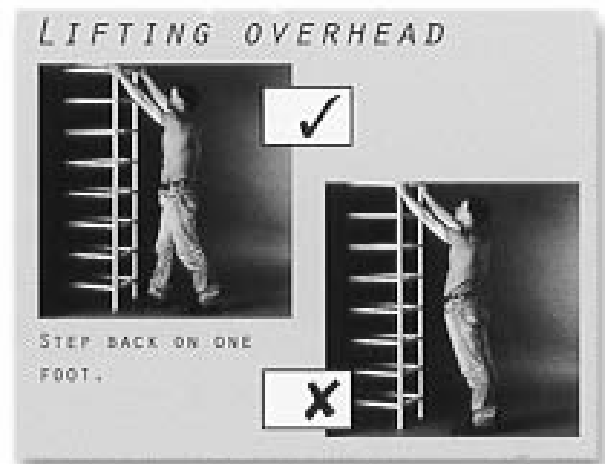
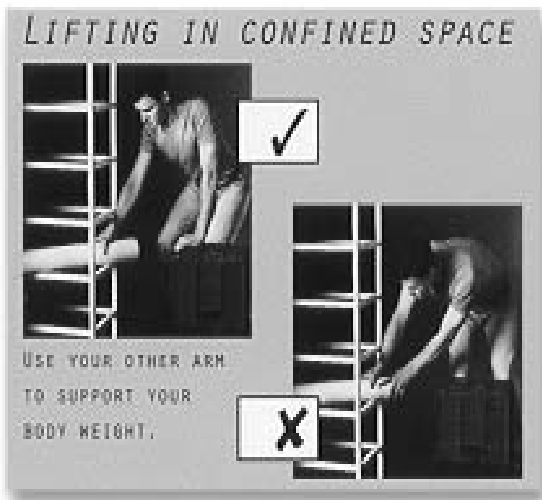
Preventing Back Injuries through Safe Lifting

We know that the best way to avoid injuries related to lifting is to avoid it, if possible. Many times this is not practical.

The next best way to avoid injuries is to **LIFT SAFELY.**

- Don't depend on structures to support you (a shelf support, a storage rack, etc.). These could easily give way if you pull or tug on them.
- The more times you lift or move something, the more likely you are to get hurt. If you need to move something often, use a cart.

Other Safe Lifting Techniques:



SELF REVIEW – Part A

To avoid injury while lifting or moving people, equipment or materials:

- (a) Look for ways to reduce the weight
- (b) Avoid over-reaching or stretching for objects/people
- (c) Reduce the number of times (frequency) that you lift or move something.
- (d) All of the above

SELF REVIEW – Part B

Complete the following sentences:

1. _____ is the single largest cause of accidents and injuries to the back.
2. The best way to prevent injuries from lifting is to avoid it. Because this is not practical, three things I will do to reduce my chances of back injury are (pick three suggestions listed on page 14):
 - a) _____
 - b) _____
 - c) _____

8.0 PROPER LIFTING TECHNIQUES

1. Plan your lift; make sure you know what you are lifting, where you are going with it, and where you plan to put the object or person down. Is there room?
2. Bend at the knees;
3. Get close to the load;
4. Tighten stomach muscles;
5. Keep back straight and stand up
6. Let your legs do the lifting;
7. Turn with your feet - not your body.
8. **Never twist while lifting!**





SELF REVIEW

To lift safely you should:

- (a) Plan your lift
- (b) Get as close to the object as you can.
- (c) Bend with your knees and lift with your legs
- (d) All of the above

9.0 SAFE HANDLING OF PEOPLE

Providing care in a home is physically demanding work. Manual lifting and other care or assistant services mean an increased risk of pain and injury to providers, particularly to the **back**. These tasks, or “risk factors,” can involve high physical demands due to the large amount of weight involved (remember, just 30 to 50 pounds is considered a heavy load). Be aware of the following Risk Factors that providers face in their day-to-day work:

- **Repetitive Motion** (repeatedly cranking manual adjustments for beds)
- **Awkward postures** (reaching across beds to lift the employer)
- **Force** (pushing wheelchairs across elevation changes or up ramps),

Other risk factors include overexertion (trying to stop a person from falling or picking a person up from the floor or a bed).

REDUCING RISK - When your employer needs assistance getting into a chair:

- Face him / her
- Place your feet shoulder-width apart and bend your knees
- Position the person's feet on the floor and slightly apart
- The person's hands should be on the bed or on your shoulders
- Place your arms around the person's back and clasp your hands together (use lifting belts which are fastened around a person's waist when available)
- Hold the person close to you, lean back and shift your weight



REDUCING RISK – When you transfer a person from bed to a chair:

- Put the chair close to the bed and lock the wheels
- If the person is not strong enough to push up with his or her hands to a sitting position, place one of your arms under the person's legs and your other arm under his or her back.
- Move the person's legs over the edge of the bed while pivoting his or her body so the person ends up sitting on the edge of the bed.
- Keep your feet shoulder-width apart, your knees bent and your back in a natural straight position.



REDUCING RISK - To seat a person:

- Pivot toward the chair
- Bend your knees and lower the person into the chair.
- The person should have both hands on the arms of the chair before lowering him or her down.



Additional Risk Factors Include:

- Multiple lifts
- Lifting an uncooperative and/or confused person
- Lifting employers that cannot support their own weight
- Moving/ lifting/ helping employers in and out of chairs or motor vehicles.

Excessive exposure to these Risk Factors can result in a variety of disorders. These conditions are referred to as Musculoskeletal Disorders, or MSD's.

While some MSD's develop gradually over time, others may result from a single event. Early indications of MSD's can include persistent pain, restriction of joint movement or soft tissue swelling.

Musculoskeletal Disorders (MSD's) include conditions such as:

- Low back pain
- Rotator Cuff injuries
- Tennis Elbow
- Carpal Tunnel Syndrome

SELF REVIEW

Draw a line from the Risk Factors in the left column to the matching definition in the right column:

Risk Factors	Definitions
1. Awkward Postures	(a) Pushing wheelchairs across elevation changes or up ramps
2. Repetitive Motion	(b) repeatedly cranking manual adjustments for beds
3. Force	(c) reaching across beds to lift the employer

10.0 OPTIONAL EQUIPMENT

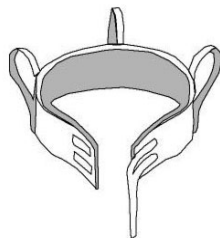
Good work practice includes continually identifying the most hazardous tasks and then trying to eliminate or reduce those hazards. By doing this, you may avoid personal injury.

REDUCING RISK – Using Optional and Adaptive Equipment

Equipment and devices listed below may or may not be available in the home. Talk to your employer about considering these lifting aids. Medical supply stores often carry these items or they may be available using medical insurance.

If lifting equipment or devices are available, make every effort to use them. They are designed for both you and your employer's safety. Optional equipment include:

1. **Lifting Assistance** - a variety of devices are available to help lift and move people from bed to seat, such as:



- Gait belt - this is a specialized belt that fits snugly around a person's waist and may have hand straps for the provider to grasp while assisting during transfers or walking.

- Walkers - lightweight metal frame devices with rails that can be gripped by the employer to help to support their body weight during transfer and rising from sitting.
- Rails - wooden or metal rails that are fixed to walls or equipment, such as beds, to allow the employer to help support their body weight during transfer.
- Draw/lift sheets – a regular flat sheet placed under a person in bed that can be used to move them. If the sheet is strong enough, it can be used to lift and transfer your employer.
- Sliding boards - a smooth board with tapered ends made of either wood or plastic that is used to help the employer get from one sitting surface to another.
- Trapeze lifts: A bar suspended above the bed which allows a person with upper muscle strength to help reposition themselves. This device is particularly useful with adjustable beds and armless wheelchairs.



2. **Adaptive Equipment** – Use adaptive equipment whenever possible. Powered or manual equipment may be available to reduce employer handling activities such as:

- Wheelchairs with removable arms to allow for easier lateral transfers. Especially useful with height adjustable beds.
- Sitting-standing Wheelchairs: Wheelchairs that provide sitting to standing options.
- Shower chairs can eliminate multiple transfers, saving providers multiple lifts. A person can be moved to the shower chair, toileted, showered, and transferred back to the wheelchair.
- Shower stalls without the front lip allow shower chairs to be pushed in and out on level floor surfaces.
- Toilet seat risers: Use toilet seat risers on toilets to equalize the height of wheelchair and toilet seat, making it a lateral transfer rather than a lift up and back into wheelchair.

3. **Adjustable beds** – If your employer has an adjustable bed, adjust the height to reduce bending and reaching. If an adjustable bed is not available, remember the risk factors of repetition, awkward postures, over-exertion and heavy lifting. Try to reduce these as much as possible. Doing this will help avoid injury to your back.

Activities Other than Lifting and Repositioning

Work-related MSD's occur in all kinds of work-related activities:

- Bending to make a bed or feed a person;
- Collecting waste;
- Pushing heavy items or equipment;
- Removing laundry from washing machines and dryers;
- Lifting, carrying supplies and equipment;
- Bending and manually cranking an adjustable bed.

SELF REVIEW

In safe handling of people you should:

- (a) Get help, if possible.
- (b) Use assistance such as equipment or materials.
- (c) A and B
- (d) It doesn't matter how heavy the person is—just lift them.

These tasks may not present problems in all circumstances but, consider the *duration* (how long) AND *frequency* (how often) of your tasks.

The more you are exposed to the risk factors (repetitiveness, awkward postures, force, and heavy lifting) the more likely you will be injured.

11.0 SPRAINS & STRAINS

Sprains and strains are common injuries to the musculoskeletal system. Although these two words are often used interchangeably, they are different types of injuries.

What is a sprain?

A sprain is an injury to a ligament (tissue that connects bone to bone), which helps provide joint stability. Common injured ligaments are in the ankle, knee and wrist. Sprains occur when a ligament is stretched too far from its normal position, such as turning or rolling an ankle.

What is a strain?

Strains are injuries to muscles and tendons. (Tendons are tissues that connect muscle to bone). These strains take place when a muscle is stretched and suddenly contracts, as with running or jumping.

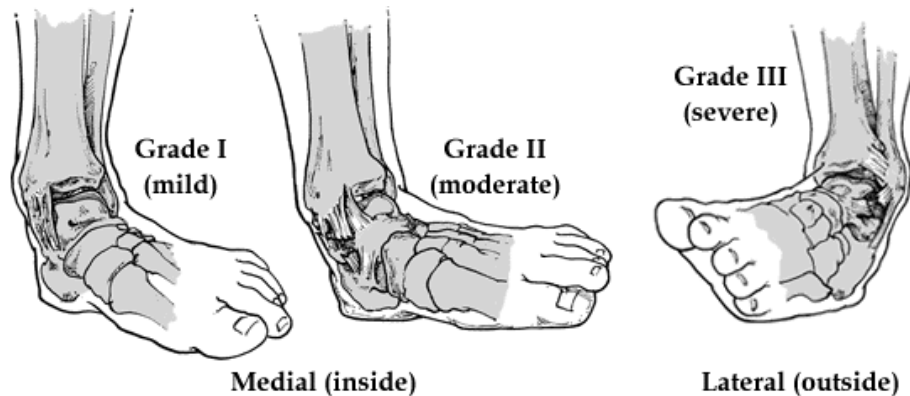
What are the causes?

Sprains and strains result in over-stretch or tear of the ligament supporting a joint.

Triggers include:

- Falls
- Twisting suddenly
- Blow to the body
- Joint dislocation
- Rolling an ankle

Symptoms: The usual signs and symptoms include pain, swelling, bruising, and loss of the ability to move and use the joint. However, these signs and symptoms can vary from mild to severe, depending on how bad the sprain is.



Severity of sprains and strains: A physician categorizes sprains and strains according to severity. A Grade I (mild) sprain or strain involves some stretching or minor tearing of a ligament or muscle. A Grade II (moderate) sprain or strain is a ligament or muscle that is partially torn but still intact. A Grade III (severe) sprain or strain means that the ligament or muscle is completely torn, resulting in joint instability.

Treatments: Grade I injuries usually heal quickly with rest, ice, compression (using an Ace bandage), and elevation (RICE). Grade II injuries are treated similarly but may require you not to use it (immobilization) to permit healing. Grade III sprains and strains usually require immobilization and possibly surgery to restore function.

Sprains and strains heal more quickly with RICE:

**Rest
Ice
Compression
Elevation**

SELF REVIEW

Treatment for Sprains and Strains include:

- a) Movement
- b) Ice
- c) Elevation
- d) B and C

12.0 PROPER FOOTWEAR

Proper footwear is important to provide adequate support to the feet and ankles and to prevent sprain and strain injuries.

Foot & ankle support –

Hazards may include standing for long periods of time and walking on uneven surfaces. Use footwear with low wide heels to reduce stress on the feet and reduce the chance of ankle injury.



Slips & falls -

Ice and snow, rain, spilled water and greasy floor surfaces in kitchens can all lead to slips and falls. A few examples of how to reduce your chance of slipping or falling are:

- Take off shoes to prevent tracking in of rain, snow, mud etc
- Have an extra pair of shoes for inside use.
- Wear shoes that provide good traction to prevent slipping.
- Wear shoes that provide support and comfort.

SELF REVIEW

Using proper footwear is important because:

- (a) It gives support to the foot and ankle
- (b) You want to look your best
- (c) It reduces potential for slips, trips and falls.
- (d) A and C

13.0 PROTECTING YOURSELF FROM DISEASE

Diseases like the Hepatitis A, B & C Virus (HBV, HVC), the Human Immunodeficiency Virus (HIV), which causes AIDS and can lead to Tuberculosis (TB) have changed the way providers conduct their day-to-day work. Attention to simple safety precautions will help protect you from disease.

Tuberculosis (TB)

Tuberculosis is an airborne disease caused by *Mycobacterium tuberculosis*. Although the bacteria primarily affect the lungs, TB can attack any part of the body, including the brain and internal organs. Coughing is usually associated with TB, but may not be present at the beginning. If your employer has symptoms of chronic or productive cough, fatigue, and or weight loss, you should encourage them to seek medical attention.

TB is spread person to person through the air. When an infected person not taking tuberculosis medication coughs or sneezes, bacteria is released into the air. These droplets are then inhaled into the lungs of another individual. Prolonged exposure is normally necessary for infection to occur.

Blood borne Diseases: Blood borne pathogens are very small organisms that can cause disease when they get in your blood. Although your risk of exposure to blood borne pathogens in the workplace is small, it still exists. The information provided here will equip you with the most current, effective methods for protecting yourself from blood borne pathogens.

HBV & HVC

Hepatitis B Virus (HBV) is a virus which causes liver disease. HBV may severely damage the liver leading to cirrhosis, liver cancer, and in some cases, death. Symptoms can be treated, but in most cases Hepatitis B cannot be completely cured.

About 95 percent of adults fully recover from the symptoms of HBV, but five percent become chronically ill. If you become infected with HBV:

- You may feel like you have the flu
- You might be so sick you have to be hospitalized
- Your blood, saliva and other body fluids are infectious

You can be vaccinated (series of three shots over a period of time) prior to or immediately after exposure to help **prevent** HBV infection.

Hepatitis C (HCV) is now the most common blood borne infection in the United States. The most common way HCV is spread is by the sharing of needles.

In 2001,
78,000 people
in the U.S.
contracted
HBV.

HIV

Today almost everyone has heard of AIDS, or Acquired Immune Deficiency Syndrome. It is caused by HIV, or Human Immunodeficiency Virus, which attacks the body's immune system and causes the infected person to develop unusual infections. They become unable to fight infections and other diseases. Not all people infected with HIV will get AIDS. However, while AIDS can't be cured, it can be managed with medications, diet and exercise. AIDS is no longer a "death sentence."

Who Has HIV and HBV?

All kinds of people have HBV and HIV. You can't tell who is infected just by their appearance. They can be old or young, male or female, married or single. They can be from an inner city or a small town.

To make things worse, many people may not even know they are infected. People can carry either disease for many years while looking and feeling healthy. Their blood and body fluids may be highly contagious, so they can unknowingly spread the diseases to others.

In the U.S.
there are
about 35,000
new people
infected with
HIV annually.

How are blood borne diseases spread?

HIV and HCV are spread through exposure to certain body fluids. They can be spread by:

- Unprotected sex with an infected person
- Blood Transfusions before 1986 (HIV/AIDS) or 1992 (HVC)
- Needle sticks
- An infected mother who breastfeeds
- An infected mother passing HIV to her baby before or during birth
- Tattoos or body piercing

High risk behaviors and situations for blood borne diseases:

There are "risky behaviors" that may expose a person to blood borne pathogens, including:

- Unprotected sexual contact with an infected person
- Contact with infected blood
- Sharing injection equipment, needles, and syringes.



Situations that can lead to exposure to blood borne pathogens include:

- Handling needles or other sharp items that are contaminated
- Helping an employer who is bleeding
- Changing linens that are contaminated by blood or other body fluids
- Cleaning up blood, vomit, urine, or feces
- Changing a dressing or bandage with blood that has oozed from a wound.

Protecting yourself from disease.

The risk of transmission in a home care setting is extremely small if universal precautions are followed **each** and **every** time.

Universal Precautions means treating **all** blood or body fluids as potentially infectious. You can't afford to take any chances, since it takes just **one** exposure to become infected with certain blood borne diseases. Specific precautions include:

- Use gloves, a gown and a mask if fluids are air-borne (remember, HIV is not airborne, but TB *is* airborne).
- If you don't have gloves you can use anything that will come between you and the body fluid--a plastic bag, for example.

Normally your skin acts as a protective barrier to keep viruses out. But even tiny breaks or cracks in the skin from common conditions like dermatitis, hangnails, acne, chapping and broken cuticles can be doorways for the HIV or HBV viruses to enter your body.

Always make sure you use gloves or some other barrier to protect yourself when handling a person's body fluids or blood. ***Check gloves before putting them on, and never wear gloves that are damaged or ripped.***

ALWAYS REPORT ANY UNPROTECTED CONTACT INCIDENT TO THE CASE MANAGER.

What to do if you come into contact with bodily fluids:

If you get blood or other potentially infectious materials on your skin:

- Immediately **wash** with non-abrasive soap and water.

If the mucous membranes of your eyes, nose and mouth are exposed;

- Immediately **flush** with running water at a sink or eyewash fountain.

SELF REVIEW

Protecting yourself from blood borne diseases means:

- (a) Treating all body fluids as if they were infectious.
- (b) Using Universal Precautions
- (c) Washing your hands
- (d) A and B

14.0 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment should be worn whenever you clean up blood or body fluids on the job. This equipment can be purchased at any drug store, medical or safety supply store. In some cases, Medicaid will pay for some of these supplies.

Whenever you clean up blood or body fluids:



Wear gloves to protect your hands. Avoid tearing your gloves on equipment.



Put on a leak-proof apron so that blood and body fluids will not get on your work clothes.



Use disposable towels to soak up most of the blood.



Turn gloves inside out when removing them.



Put all contaminated towels and waste in a sealed color-coded or labeled leak-proof container.



Clean up with an appropriate disinfecting solution (ten parts water to one part bleach). After cleaning, promptly disinfect mops and any other cleaning equipment.

Other Exposure Hazards

Sometimes you may face hazards that are less obvious while performing routine cleaning or maintenance tasks. These hazards are just as dangerous as an accident situation. Blood, even if you can't see it, can be almost anywhere you have to clean such as toilets, sinks or

trash cans. Wear gloves and protective equipment if you must clean surfaces soiled with body fluids or excretions.

Laundry

Handling laundry can also be risky. It may conceal contaminated items such as bloody rags and clothing or contaminated sharps. To protect yourself when handling laundry, always carry it by the top. Never place a hand underneath to support it. When sorting laundry, take precautions to protect yourself by wearing gloves.

Other Common Sense Rules

Be sure to wash your hands and remove any protective clothing that might have been contaminated before:

- Eating
- Drinking
- Smoking
- Applying cosmetics or lip balm
- Handling contact lenses.

**Keep your hands
away from your
face, especially
your nose,
mouth and eyes
while cleaning.**

Hand Washing

Hand washing is one of your best defenses against spreading infection, including HBV and HIV. Always wash your hands with non-abrasive soap and water after removing gloves AND before putting new gloves on. Individual Providers should wash their hands several times a day and may use many pairs of gloves.

How to wash your hands



1. Turn on warm water. Keep water running while washing your hands.
2. Rub palms together to make lather. Scrub between fingers and entire surface of hands and wrists. Scrub hands for 10 to 15 seconds.
3. Rinse hands thoroughly. Point fingers down so water does not run up your wrists.
4. Dry hands with a clean towel.
5. Use a clean paper towel to turn of faucet.
6. Use hand lotion if available to prevent chapping.

SUMMARY

Protecting yourself from blood-borne diseases on-the-job requires knowing the facts, practicing good hygiene and taking a few sensible precautions. These are measures which **you can control**. They are vitally important, so take them seriously. If you care about your job, your employer and yourself, it's worth it.

SELF REVIEW

Besides blood, what other body fluids should you protect yourself from?

- (a) All of the below
- (b) Vomit
- (c) Urine
- (d) Feces

15.0 DRIVER SAFETY

The purpose of this section is to help you drive safely with and without your employer. If you aren't doing the following, you need to change your habits now:

- **Wear your seat belt.** It's the law in Washington for a very good reason. Drivers thrown from vehicles are 25 times more likely to die in the accident.
- **Check your tires for wear and tear.** Faulty or under-inflated tires cause many preventable accidents. The wrong tires can hurt too. Be prepared for snow and ice with good traction tires.
- **Follow the recommended vehicle maintenance schedule.** Make sure your engine, brakes, steering, shocks, lights, horn and windshield wipers are working properly.
- **Slow down.** Thirty percent of all fatal accidents involve excessive speed.
- **Reduce distractions.** Pull over to make or answer cell phones. You need to concentrate on your driving. Phone conversations, radios, and snacking can distract and contribute to accidents.
- **Use extreme caution at intersections.** Since some drivers think stopping at red lights and stop signs is optional, you need to be careful at intersections.
- **Don't drive while drowsy.** Get plenty of sleep. Pull over and take a short nap if necessary. Remember, caffeine is only a temporary solution and eventually your body needs the sleep.
- **Don't drive while under the influence of alcohol or other drugs.** Stay away from alcohol until you get home. Forty percent of all fatal accidents involve alcohol.

The number one cause for workplace fatalities in the United States is motor vehicle accidents.

Driving is the single most dangerous activity people engage in on a daily basis.

One American dies every 11 minutes in a motor vehicle accident.

SELF REVIEW

Safe driving includes:

- (a) Wearing a seatbelt.
- (b) Providing good maintenance to your vehicle.
- (c) Not driving while tired or under the influence of alcohol or other drugs.
- (d) All of the above

16.0 VIOLENCE IN THE WORKPLACE

Violence in the workplace happens. Fortunately, home care providers are seldom victims of serious attacks. Nevertheless, you need to be sensitive to the potential for violent behavior and how to handle such an event. Characteristics of violent behavior are:

- Verbal attacks on you or others
- Threats of physical attack against you or others
- Actual physical attack

Violent behavior causes are wide ranging and include the following:

- Depression
- Paranoia
- Medications
- Confusion/Delirium
- Agitation

If violent behavior occurs or you see indicators do the following:

- **Remain calm.**
- **Talk calmly, listen to the person and keep a safe distance.**
- **Remind the person you are a friend and are there to help.**
- **If you feel immediately threatened or are attacked, leave the premises and seek help by calling 9-1-1.**
- **Alert the case manager.**

SELF REVIEW

Violent Behavior includes:

- (a) Verbal attacking
- (b) Threats to hurt someone
- (c) A physical attack
- (d) All of the above

D. IN HOME HAZARDS

17.0 HAZARD ASSESSMENT

What is a Hazard Assessment? It is a review of the home you are working in to discover hazards and potential hazards that provides an opportunity to identify and control those hazards. **(See Sample at the end of this manual.)**

How do you control hazards? The first solution is to **eliminate or remove** the hazard. An example might be picking up pet toys to prevent tripping. Lifting is a hazard. Eliminating a lift by using a mechanical aid would also be an example of this kind of control.

The second solution is to **reduce** the hazard. Maybe you cannot get rid of the hazard, but you could look for ways to make it not so bad. For instance you cannot remove a sharp-edged table from your employer's home to prevent a bumping hazard, but you could cover or pad the sharp edges to "soften" them.

The third solution is to provide **"Personal Protective Equipment" (PPE)** which is equipment or clothing worn by a person that is designed to prevent injury or illness from a specific hazard. Examples of PPE include safety glasses, gloves, back belts, and protective footwear. This equipment can be purchased at any drug store, medical or safety supply store. Check to see if Medicaid will pay for it.

When you start a new job, review the workplace for hazards with your employer and plan for controlling those hazards by eliminating, reducing, and using personal protective equipment.

Look for the following sources of hazards:

- **Electrical** – missing outlet covers, extension cords that are worn or missing insulation.
- **Sharp objects** – syringes, knives, sharp edges, burred edges on bed frames.
- **Tripping** – oxygen hoses, telephone and extension cords, toys, pets.
- **Slipping** – ice & snow, spilled liquids.
- **Lifting** – oxygen tanks, furniture, people.
- **Layout of home** – path of travel, stairs, location of furniture.
- **Chemical** – cleaning chemicals, medications, oxygen.
- **Fire**

SELF REVIEW

What are advantages of conducting a hazard assessment?

- (a) Eliminate or reduce the hazard
- (b) Provide necessary training and education
- (c) There is no advantage.
- (d) A and B.

18.0 HOUSEKEEPING

Good housekeeping is one of the most important factors in maintaining a safe job. Many providers are injured each year because they trip, stumble or step on objects that are in their way. These accidents are often blamed on the worker's carelessness in not looking where they are going. Actually, these accidents are the direct result of poor housekeeping. When you see something lying around that may be a potential risk for a slip, trip, fall or injury, ask your employer if you can put it away or move it to a safer location. Consider the following:

- Floors, landings, and stairs should be kept free of debris.
- Keep drawers of dressers, desks and file cabinets closed when not in use.
- Do not use boxes, chairs, etc., in place of ladders.
- Keep the floor free of tripping hazards such as telephone cords, electrical extension cords, and paper cartons/boxes.
- Store material on shelves in a manner to prevent falling; place heavy objects on lower shelves.
- ◆ Address unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition with your employer.



Simply speaking - A clean, orderly work area is a safe place to work. You are less likely to be injured and you are certainly less likely to cause injury to another.

SELF REVIEW

Good housekeeping practices include:

- (a) Keeping a clean and orderly work area
- (b) Vacuuming everyday
- (c) Putting things in their place
- (d) Both A and C

19.0 SANITATION

Working in a sanitary manner prevents illness. If needed, use a sanitizer such as bleach. Follow the instructions. Recommended mixture is ten parts of water to one part of bleach.

Suggestions for safely handling household chemicals:

- Don't mix cleaning chemicals! There may be dangerous consequences.
- Keeping the kitchen clean is important in preventing food contamination
- Wash hands after handling blood, body wastes, chemicals and wearing gloves
- Soiled clothes need to be handled carefully with gloves until they can be washed
- Some laundry soaps may produce a rash on you or your employer. If you notice this, you may want to recommend a change in detergents/soap.
- Wash hands before food preparation or eating
- Make sure waste is disposed of properly.

TIPS ON WORKING WITH CHEMICALS

Don't make the solution any stronger than what is recommended.

Mixing bleach with ammonia produces a dangerous gas.

Use in well ventilated areas.

Washing hands with soap and water is the best way to prevent illness.



Colds are mostly passed by person-to-person contact. Covering your mouth while sneezing and frequently washing your hands are the best way to prevent catching a cold.

SELF REVIEW

What is the best way to prevent a cold?

- (a) Wash hands.
- (b) Sanitize toilets
- (c) Eat a healthy diet.
- (d) Take vitamin C.

20.0 LADDER SAFETY

In some cases, you may need to use a ladder to retrieve stored items or change a light bulb. To avoid injury while using a ladder you should keep these safety tips in mind:

- Inspect the ladder first and if it is defective or unstable, don't use it.
- Never use a metal ladder for electrical work, including changing a light bulb.
- Set the ladder on a solid, level surface and never place it on a box or unstable surface to increase the height.
- Never stand on the top step.
- Keep the ladder away from doorways and walkways where it might be bumped while you are using it.
- Make sure step ladder locking arms are locked. If using a straight ladder to access a high surface, extend the ladder at least three feet beyond the surface and tie it off if possible.
- Always face the ladder as you climb up and down and use both hands. If you need to carry something up the ladder, use your pockets or place it on the ladder platform.
- Return the ladder to its proper storage place so it is readily available.

SELF REVIEW

To avoid injury when using a ladder:

- (a) Inspect for damage.
- (b) Position on level ground.
- (c) Do not stand on the top rung.
- (d) All of the above.

21.0 WALKING SURFACES

Slips, trips and falls have many contributing causes. The type and condition of the walking surface is something you need to pay close attention to for your own safety. Things you can do to protect yourself include:



Be observant. Look for sidewalk and entryway defects as you make your first visit to your employer's residence. Cracks, holes, slippery or uneven surfaces, and other surprises such as toys in the walkway, may greet you.



Remove hazards, if appropriate. If it's a hazard going in, it will be a hazard coming out. If you clear a path into the residence you will be helping to prevent an injury to yourself and others.



Wear shoes with good traction. Leather soled shoes on wet or slick surfaces are an accident waiting to happen. Snow, ice and rain call for rubber soled or other traction shoes to keep you upright and improve your balance.

As you get familiar with your work area, be sure to look for slip, trip, and fall hazards as you did outside. Look for:

- walkway obstructions
- torn and wrinkled carpets, door mats
- rugs with curled up edges

With your employer's permission, remove or fix the hazard, recommend it for repair, or at least make a mental note to watch out for it if it can't be removed.

SELF REVIEW

Walking surface conditions can cause slips, trips and falls. To protect yourself you can:

- (a) B and C
- (b) Wear shoes with good traction
- (c) Fix or remove torn and wrinkled carpets
- (d) Run don't walk

22.0 PROPER LIGHTING

Sufficient lighting must be available in order to do your work safely. If you need more lighting you might be able to increase the wattage of a bulb. A portable light may be useful. Make sure flashlights are available in case of a power outage.

SELF REVIEW

Poor lighting may:

- (a) Lead to an accident.
- (b) Cause medication errors.
- (c) Make it harder to work.
- (d) All of the above.

23.0 OXYGEN SAFETY

If your employer is using oxygen, there are several things you must be aware of for your safety and the safety of others.

First, remember that oxygen is both a prescribed treatment and a hazardous chemical.

Oxygen is a fire hazard – Oxygen combines with other chemicals to produce fire. Keep all sources of flame away from oxygen.

1. Open flames such as candles and cooking flames should be no closer than 5 feet.
2. Smokers should stay at least 25 feet away and preferably in another room.

The reason for the difference between open flames and cigarettes is that smokers may not be conscious of their cigarette and approach an oxygen source with a lit cigarette.

No petroleum products (like Vaseline) are to be used with oxygen. They tend to absorb oxygen which can significantly increase the risk of fire.

Storage of Oxygen Tanks

Store oxygen tanks only in well ventilated areas. Store oxygen cylinders on their side, in a storage rack, or chained to the wall. If a cylinder should fall, the pressure of escaping oxygen could create a projectile or a fire hazard.

All tanks evaporate a certain amount of oxygen into the surrounding air. A closed room will soon become oxygen rich and flammable. So keep the door open and the room ventilated. Breathing oxygen rich air is also a health hazard. Our body is designed to breathe oxygen at concentrations between 19.5 – 23.5 %. Higher or lower concentrations are not healthy.

Oxygen Concentrators

For oxygen concentrators, plug them directly into wall outlets. Do not use extension cords or power strips. The reason is that concentrators are very sensitive to power changes and may shut down as a result. Power strips, if overused, can easily overload a circuit. Extension cords, if too long, can result in voltage drop.

Tubing

The tubing tends to coil and twist resulting in a tripping hazard. Frequent attention to straightening the tubing and routing it so that tripping hazards are reduced is important.

SELF REVIEW

How far away from the oxygen source should ignition sources be?

- (a) Eight feet
- (b) Three feet
- (c) Twenty-five feet for cigarettes and 5 feet for open flame.

24.0 FIRE SAFETY

Fires can occur unexpectedly. Smoking is the most frequent cause of house fires. Determine if your employer smokes. If so, are they taking any medicines that might make them drowsy or forgetful while smoking? You may need to be present while they smoke if they cannot smoke safely by themselves. Make sure an ashtray is handy.

Are there smoke detectors? If not, suggest they be obtained. Do the smoke detectors work? Test them a couple of times a year. A good time to check them is when daylight savings time begins and ends. Keep extra batteries on hand.

Check emergency exit options including windows. Are there steps or stairs? Is there stuff in the way? What is the fastest way to evacuate your employer? (See Emergency Action Plan)

Is there a fire extinguisher? Read the instructions and get training on how to use them. Ask your employer to have it serviced annually. The fire extinguishers should be easily located and identified in the Emergency Action Plan.

Make sure kitchen stoves are off when not in use.

Does your employer have a fireplace? Make sure the damper is open before fires are lit. Fire place screens are essential and need to be kept in place. Ashes should be removed only when the fire has been out and the ashes are cool to the touch. After cleaning the fireplace take the ashes outside. Never store old ashes inside.

**In the event of
fire:**

CALL 9-1-1

**Assure your own
safety**

**Assist your
employer**

Only attempt to put out fires if they are small and you can do so safely. If you choose to put out a small fire make sure there is an exit behind you. Houses can be replaced, but people can't. See more information on fire safety in the Emergency Action Plan section.

SELF REVIEW

In the event of a fire, who should you call?

- (a) The case worker
- (b) 9-1-1
- (c) Local police department
- (d) The neighbors to warn them

25.0 CHEMICAL SAFETY

Are drugs chemicals? You bet they are! Drugs are small powerful chemicals. Some chemicals can be dangerous if you get them on your skin or breathe them. Some might be accidentally eaten if you get the chemical on your hands and handle food or utensils.

You should be handling only those chemicals that you normally use at home. If you need to use something new, read the instructions. Use it safely. If you see the words “Danger” or “Caution” be very careful. Use gloves no matter what chemical you may be using.

Generally, if you get chemicals on you, wash or brush off powders, liquids, gels or pastes and then rinse with lots of water. If you get a chemical in your eye, wash your eye for 15 minutes with warm water. It will be hard to do but, nothing done later by medics or doctors will be as important as that first washing.

SELF REVIEW

What is **NOT** true about Chemicals?

- (a) You can eat them.
- (b) They can be dangerous if you breathe them or get them on your skin.
- (c) If you get chemicals on you, rinse with lots of water.
- (d) Always wear gloves when using chemicals

26.0 ELECTRICAL SAFETY

The easiest way to reduce the possibility of electrocution is to:

- Use Ground Fault Circuit Interrupter (GFCI) (See Below)
- Make sure extension cords are not frayed
- Make sure equipment is grounded.
- Mount and secure electrical receptacles
- Cover panel boxes
- Not use extension cords to suspend lighting
- Not use extension cords as permanent wiring.

What is GFCI?

GFCI is a fast acting circuit breaker which senses small imbalances in the circuit caused by current leakage to ground and, in a fraction of a second, shuts off the electricity. All bathrooms must have one of these receptacles.

Self Review

Reduce the possibility of electrical shock by:

- (a) Using a GFCI.
- (b) All answers are correct
- (c) Ensuring extension cords are not used as permanent wiring.
- (d) Examining electrical cords to make sure they are not damaged or frayed.

27.0 FIREARMS SAFETY

Your employer may have firearms for hunting or protection. If you are working with someone who carries a gun or keeps one too close for your comfort, you should discuss this with them. Voice your concerns. Negotiate something that will make you feel safe. Ask them to put the gun away while you are present. Talk with your employer about using an inexpensive trigger lock, which will keep the gun from firing unless it is removed.

Never handle a weapon unless you know how to do so safely. When handling a weapon, make sure the safety is on. Never point a gun at someone.

Some medications affect how one thinks. If this is the case, you need to see that guns are not available to a confused person.

SELF REVIEW

How can weapons be kept safe?

- (a) Unload them
- (b) Lock them in a gun cabinet
- (c) Use a trigger lock
- (d) All of the above

E. OUTSIDE HAZARDS

28.0 OUTSIDE HAZARDS

Not all potential hazards to your safety are inside your employer's residence. Be alert to outside hazards.

- Slip, Trip & Fall Hazards can be anywhere and you should be watching for them. Hazards includes outside stairs or steps in poor condition or cluttered; ice, snow or moisture on sidewalks or entryways; uneven or broken concrete walkways; and toys or other objects in your path of travel.
- Animals can be a problem whether they are your employer's pet or just neighborhood animals. Some dogs are unpredictable. You should not assume they are friendly until you get to know them. Refrain from reaching out to pet them on your first meeting.
- Weather is also unpredictable. If you will be outside with your employer be sure to check the forecast ahead of time. Always carry foul weather clothing and an umbrella in your car.

- Sunburn is easily prevented by applying sunscreen with a protection factor of thirty or higher. And don't forget your sunglasses and a hat. Never leave a person or a pet in a vehicle on warm, sunny days.

SELF REVIEW

Outside hazards can include all but the following:

- (a) Dogs
- (b) Sunburn
- (c) Preparing food
- (d) Broken or uneven concrete

29.0 ANIMAL SAFETY

As part of your assessment for hazards in the home, consider household pets and other animals. Sources of injury from animals, especially pets may include bites, tripping, and allergic reactions.

Bites

Cats often let you know when they have had enough attention by biting or scratching.

Dogs may appear friendly but can also be very protective of their territory and owners. A dog that is tied up may aggressively protect their territory within the extent of the leash or rope. Even a friendly dog may bite.

Early on establish a relationship with a dog by letting them get to know you. If aggressive action continues, request that the dog be secured in a safe place prior to your visits.

Tripping

Cats like to rub against and walk between legs which can present a serious tripping hazard on stairs and level surfaces. Dogs like to lie on the floor and can present a tripping hazard. Be aware of the location of these animals and, if necessary, remove them from the room for certain activities that may expose you or your employer to tripping.

Allergic reactions

You probably know if you have allergies to animals. Use allergy medication according to the instructions, as it can make you sleepy.

Exotic pets

Find out if the home harbors other pets that may present a hazard and what precautions have been taken to insure your safety.

Other animals

Farm animals (cows, pigs, horses, chickens) should be secured prior to your arrival. Any animal can become aggressive if it feels its territory is being infringed upon. Ensure they are controlled by fencing or stabled.

SELF REVIEW

What is a reasonable control for animal hazards?

- a) Make sure they are controlled by leash, enclosed in a room, or fenced outside
- b) Watch out for them.
- c) Tell your employer to watch out.

ANSWERS TO REVIEW QUESTIONS

Back Safety (b)

Hazard Assessment (d)

Material Handling Part A (d)

Housekeeping (d)

Part B Lifting

Sanitation (a)

Proper Lifting Techniques (d)

Ladder Safety (d)

Safe Handling of People (1-c; 2-b;
3-a)

Walking/Working Surfaces (a)

Optional Equipment (c)

Proper Lighting (d)

Oxygen Safety (c)

Sprains & Strains (d)

Fire Safety (b)

Proper Footwear (d)

Chemical Safety (a)

Protecting Yourself Against
Disease (d)

Electrical Safety (b)

Personal Protective Equipment (a)

Firearms (d)

Driver Safety (d)

Outside Hazards (c)

Violence in the Workplace (d)

Animal Safety (a)

EMERGENCY ACTION PLAN FOR HOME CARE

(Employer and employee should develop this plan and post next to phone)

Employer Name:

Date:

1. EMERGENCIES- LIFE THREATENING – CALL 9-1-1 *Tell them the number you are calling from*

Home Address:

Major Crossroad:

Home Direction from Crossroad:

2. EMERGENCIES- NON- LIFE THREATENING: List the following local numbers

Fire/Paramedics:

Physician:

Hospital:

Ambulance:

Police/Sheriff:

Poison Control:

Other:

3. HOME EVACUATION: Make a sketch of the home in this space and show where exits are. Draw arrows to show escape routes. In the event of a fire, get yourself and your employer out.

4. TEMPORARY RELOCATION SITES: List alternative places to go when the home is unsafe.

Name:

Phone:

Address:

Name:

Phone:

Address:

5. SAFETY EQUIPMENT- The fire department may help you with installation information.

Fire Extinguishers:

Smoke Alarms:

6. OTHER EMERGENCY EQUIPMENT- Identify location of first aid kit, blankets, food and water, flashlights, radio and other emergency equipment.

Location:

HAZARD ASSESSMENT CHECKSHEET

(Conduct this safety hazard assessment with your employer)

- ☐ Emergency Action Plan in place
- ☐ Adequate Protective Equipment
- ☐ Outside walkways are well lit, cleared of debris/material
- ☐ Inside floors are cleared of furniture, debris
- ☐ Stairs have handrails and are well lit
- ☐ Rug edges are non-frayed and tacked down
- ☐ Throw rugs are removed or non skid mat in place
- ☐ No exposed electrical wires
- ☐ Extension cords are not frayed and do not pose a tripping hazard
- ☐ Used needles are placed in sharps container or closed durable container
- ☐ Sharp objects are padded (bed frames etc.)
- ☐ Oxygen hoses are out of walkway
- ☐ Medical equipment stored properly
- ☐ No smoking or open flames with oxygen use
- ☐ Liquids such as water, ice, snow, grease are cleaned up immediately
- ☐ Materials are stored at proper height and safely
- ☐ Proper lighting
- ☐ Home is free of infestation and animal waste.
- ☐ Animals are controlled.
- ☐ Medications and chemicals are labeled and stored correctly
- ☐ Fire Extinguishers are readily available and serviced
- ☐ Smoke alarms are in working condition
- ☐ Lifting and moving objects are kept to a minimum